

NAN YA PLASTICS CORP.-AMI CA
Personnel Action Form - Change

Print on 1/17/03
Return Before 3/ 1/03

===== Employee Information =====
Name : POWELL CHERYL H. Social Security No: 250133244
Alias: POWELL, CHERYL, H.
Original Hire Date : 3/08/99 FPG-USA Hire Date : 3/08/99
Recently Rehire Date: 3/08/99 Affiliate Transfer Date : 0/00/00
===== New Employee or Present Data =====
Present Data New (** must be filled)

Effect Date
Location Name NAN YA PLASTICS CORP, A NALC
Department Name Q.C. DEPARTMENT OFFICE 6310
Job Code & Title ADAS ADMINISTRATIVE ASSISTAN
Job Grade/Category 05 Assistant AT
Performance Rating Merit Increase 4.0 % PG B Merit 4.0 %
/Merit Increase %
Promotional/Special X Prorated Factor .9808 Promo. % Special %
Increase% (If any)
Total Increase % = Prorated Merit Increase 3.923 % Total 3.923
Yearly Base Salary 21,030.00 \$21,855
or Hourly Wage
Original Review Date 3/08/03 New review Date 3/1/04 **

===== Comments & Information =====
In grade 05.02
Min: 19600.00
Mid: 26300.00
Max: 29400.00
Compa-Ratio is .80 (<=.79)
Curr. salary/Mid 1.01 To 1.09
= .79 1.09(>=1.10)
Merit Increase #####
Compa-Ratio C B A A+
.80 To .89 4.00 5.00 6.00
.90 To 1.00 3.50 4.50 5.50
1.01 To 1.09 3.00 4.00 5.00
1.09(>=1.10) 2.50 3.50 4.50
2.00 3.00 4.00

===== Salary History (up to latest three) =====
Effect Loc. Dept Job Job Salary Perfm. Incrs% Incrs% Incrs% Incrs%
Date Code Code Grade Cat. /Wage Rating Merit Promo. Speci. Total
3/08/02 NALC 6310 05 AT 21,030.00 B 4.00
3/08/01 NALC 6310 05 AT 20,221.00 B 3.50 4.00 4.00
3/08/00 NALC 6310 04 AT 18,810.00 A 4.50 4.50

===== Approvals =====
1. Supervisor / Department Manager 3. Division Head
Name: [Signature] Date: 2/10/03
2. Plant Manager / Director 4. President Office
Name: [Signature] Date: [Signature]
Date: [Signature]

===== Personnel/Payroll Only =====
Emp. Status: A / Class.: F / Group: S / Pay Schedule Date: 15 MAY 2003
Personnel: [Signature] 4/23/03 Payroll: [Signature] 4/18

DEFENDANT'S
EXHIBIT 5

POWELL

Employee Cheryl L. Evaluation Date / /
Position Hire Anniversary Date / /

HUMAN RESOURCE DEVELOPMENT PERFORMANCE RATING

*See Section 6.4 for an explanation of EVALUATION POINTS and how they relate to a person's Performance Grade and Rating.

III. RECOMMENDED OVERALL RATING SUMMARY - EVALUATION POINTS

SIDE 2 MUST BE COMPLETED [SEE OVER]

RATING SUMMARY

Side 2

This side must be completed prior to submission and final approval.

Immediate Supervisor's Comments:

Overall good Admin. Asst. Need to Focus on Time Mgmt.
Understand Details of reports and what Mgr. is looking for in reports.

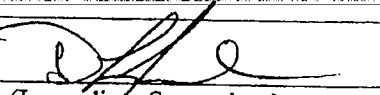
Employee has these particular strengths:

1. CoAs
2. Safety & Housekeeping
3. Helpful.

Areas for further development or improvement are:

1. Time management.
2. Analysis of Admin. paperwork. Spot potential problems and bring to Mgrs. attention.

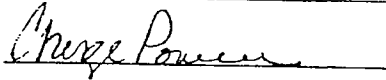
Initial Preparation By


(Immediate Supervisor)

Date 2/10/03

Employee's Comments:

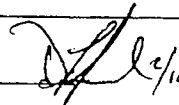
Employee's Signature



Date 2/10/03

Approving Manager's Comments:

Approved By

 Date 1/1/

Original of this document to Personnel Department

▪ ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

INDIVIDUAL ANNUAL GOALS

For (Year) 2003 _____

- Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter. Employee Name: Cheryl Powell
- At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
- List Overall Evaluation Points on the copy that is attached to the evaluation.

Reviewed By : _____

Employee and Supervisor Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form #: PM42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points _____

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations: Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	SAFETY	Data Entry for Safety Council Mngs. Provide the paperwork for topic to be trained. Alert supv. When any employee did not get trained.	New Year			
2.	RESPONSIBILITY	To be precise and accurate, pay close attention to detail and instructions made to me by my Department Head as well as my immediate supervisor. Push for the Excel program to be reinstated to generate error free COA's. This will provide a more controlled COA that will show the customer a little variance in the different lots. Much time saved by using the Excel worksheet comparison than looking up previous history in the hard copies due to not accessible on access program.	New Year			
3.	COST CONTROL	To encourage limited usage of supplies and monitor the budget for the lab and report status to manager.	New Year			
4.	CUSTOMER SERVICE	Become more knowledgeable of all types of Staple Fiber requirements and the customers expectations. Deliver	New Year			
5.	HOUSEKEEPING	Maintain a clean kept office, which includes filing.	New Year			

INDIVIDUAL ANNUAL GOALS

For (Year) 2002-2003

1. Prior one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter. Employee Name: Cheryl Powell
 2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
 3. List Overall Evaluation Points on the copy that is attached to the evaluation.
 Reviewed By: _____

6.	SAFETY	Work smarter to avoid mistakes that could cause confusion to others.	Now	First, Making my surroundings 100% safe within my capacity. For Admin. Responsibility I've learned of the Monthly Safety Meeting importance..	Good.	9
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INDIVIDUAL ANNUAL GOALS

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2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form.
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

Employee Name: Cheryl Powell

Reviewed By :

Employee and Svr/Mgr Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form #: PN42)

(To be filled out on the copy attached to the evaluation)

Overall Evaluation Points

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations; Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	TRAINING	Always willing to learn new duties.	Now	Top notch. Took over all of QC daily Admin. Duties as well as Payroll: Created new folders to record logs, Sample Requisitions, Analysis Report, Filament Quality Report. Provide DTY/POY COA's for Sales. Getting a grip on all the extra filing.	- Study new books.	7
2.	STAPLE FIBER CUSTOMER REQUIREMENTS	Record on the COA's the physical properties, the customer expect to receive. Commitment for an error free COA every time.	Now	Better. Have created a formula that revises the COA when need to be within ranges. Banner year in fiber sales. Customers are pleased.	Good	8
3.	COST / EXPENSE CONTROL	Deliver an accurate COA that the customer will always be satisfied that they will come back for more. Also, save the company money by using good judgement when purchasing office supplies, do not waste and utilize time wisely. Do not use overtime when a job is not urgent.	Now	Best. Banner year in fiber sales. Best. Limited time on OT, even when shipments have increased to 50 truckloads a day. Works smarter and more efficiently because of more responsibility given. Learning from the experiences.	1. Too much overtime. 2. Work on time urgent.	7
4.	STAPLE FIBER PHYSICAL LAB	Help the Physical Lab key properties of lots so it will free analysts to perform Quality testing on our products.	Now	Team player. I go in each morning to see if they need help and I key results.	OK.	7
5.	HOUSEKEEPING	Try to keep the office clean, organized, and files sorted.	Now	Satisfactory. Always working on the appearance my work are and office.	Good	8